

Add a Course Calendar to Gmail Calendar

Overview

This tutorial will explain how to **Add a Course Calendar** to your **Gmail Calendar**.

Quick Steps

My Courses > Course Calendar > Gmail Calendar

Step 1

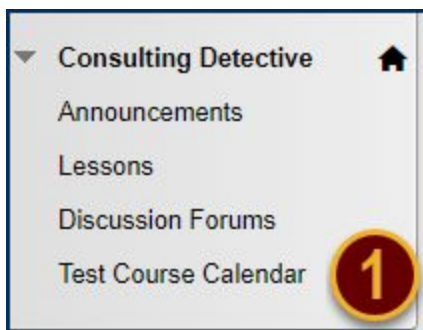
Log in to Blackboard and under *My Courses*, click on the course for which you want to add the calendar to Gmail.



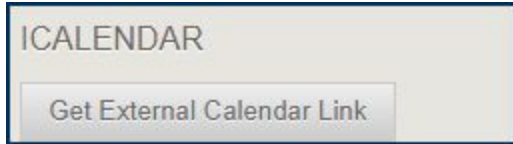
The instructor must share the calendar with students in order to add it to your Gmail calendar.

Step 2

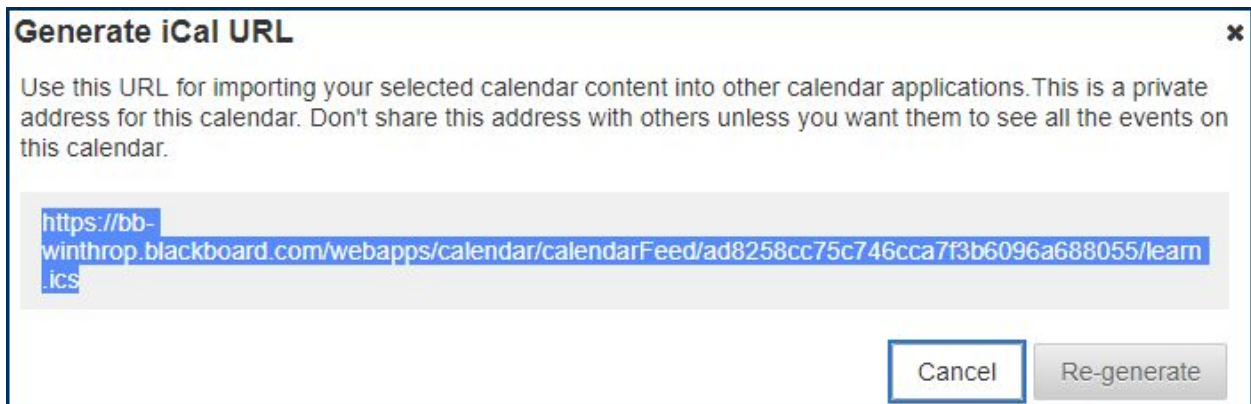
From the course menu, click on the name of the calendar [1].



Under ICALENDAR, click the *Get External Calendar Link* button.

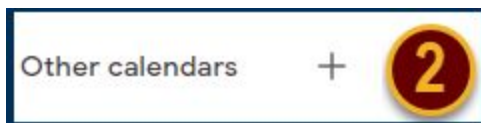


Highlight and copy the URL displayed then click the *Cancel* button.

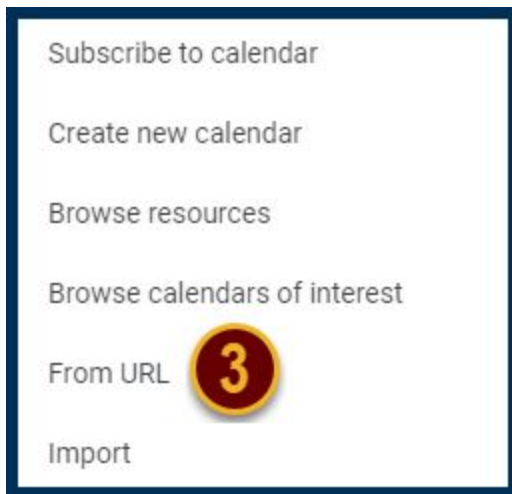


Step 3

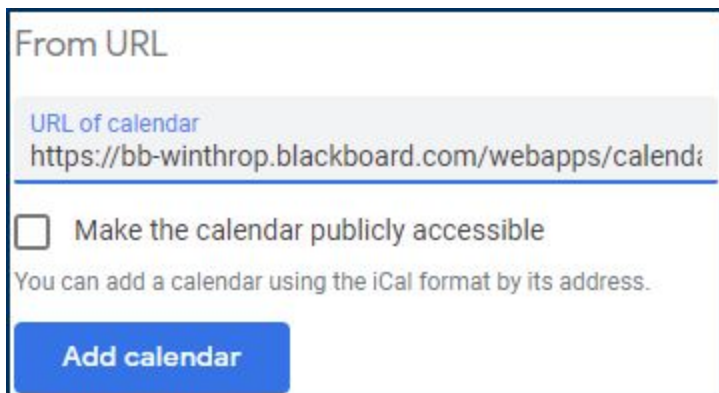
From your Gmail account, navigate to the calendars and click the plus icon next to *Other calendars* [2].



Click *From URL* [3].



Paste the URL in the *URL of calendar* field then click the *Add calendar* button.



A screenshot of the 'From URL' form. The title is 'From URL'. Below it is a text input field containing the URL 'https://bb-winthrop.blackboard.com/webapps/calend'. Below the input field is a checkbox labeled 'Make the calendar publicly accessible' which is currently unchecked. Below the checkbox is the text 'You can add a calendar using the iCal format by its address.'. At the bottom of the form is a blue button labeled 'Add calendar'.

The calendar appears in the Other calendar list as Winthrop University.



After an event is added to the Blackboard calendar, it may take 4+ hours to show in the Gmail calendar.